

3/8/11
Highlighted Opportunities

Blue Cross Blue Shield of Delaware
External Job Postings

Requisition #: 11-166
Job Title: Service Coordination Specialist-Help Desk
Area of Interest: Information Technology
Location: DELAV – Wilmington, Delaware
Please Apply: BEFORE 3/12/2011 at www.bcbsde.com and select Explore Career Opportunities

Job Description: The Service Coordination Specialist position is located in the Client Support department of the Computer & Network Operations area of BCBSD. This position focuses primarily on technical and service problems, and delivering those solutions with a high degree of accuracy, customer satisfaction and timeliness. Support is provided based on existing manuals and documentation. This position is subject to being "on call" for after hours support situations on a rotating basis.

Requirements: **Required:**

- College degree in an IT Technology field or equivalent work experience PLUS 1 to 3 years of commensurate and progressive growth experience in a Service Desk or Help Desk technical support environment.
- Certification in ITIL, A+, or Net+
- Solid understanding of desktop and laptop computers.
- Working knowledge of MS Office Suite, Exchange, Citrix, Internet/Intranet/B2B technologies
- Understanding of multi-platform environments including Mainframe and AS400.
- Knowledge of some Service Desk tools and internal processes and SOPs related to the ITIL support model.

Abilities/Skills:

- Excellent interpersonal skills (both verbal & written), and the ability to relay information efficiently and effectively to all levels of executive management, staff, internal and external customers.
- Familiar with presentation and training skills for peers and management.
- Familiar with Healthcare Customer Service environment and the support of members/providers.
- Must have ability to work flexible hours for on call situations.

Preferred:

- Experience with CA Service Desk and CA Job Trac.
- Familiar with support of e-commerce or e-business websites.
- Knowledge of the BCBSD IT infrastructure as it relates to claims processing.

- Understanding of the relationships among various teams and areas within BCBSD.

Suggested Hiring Range: \$38,880 to \$48,600 – Note: This is a “suggested” hiring range. Actual salary offer will be based on relevant job experience and work history.

Requisition Number: 11-165

**Please Apply @ www.bcbsde.com
BEFORE: 03/12/2011**

Job Title: Lead Service Coordination Specialist

Department: Client Support

Hiring Range: \$57,040 - \$71,300

The Hire Range noted above is only a "suggested" range. Actual salary offer will be based on relevant job experience and work history

Job Description: The Lead Service Coordination Specialist is a position located within the Client Support department of the Computer & Network Operations area and provides subject matter expertise (SME) support on complex Incident and Change Management processes related to systems and applications support. The incumbent provides non-routine and creative direction, as necessary, to various departments within IT and BCBSD business areas for Incident Management processes, Root Cause Analysis, HealthChecks, and Planned/Unplanned Notifications processes. Additionally, the position initiates and directs SME support and guidance for highly complex systems and applications supported per departmental requirements, Service Level Agreements (SLA), and support procedures for IT, business areas, members, providers, brokers, third-party administrators, and partners (ACS, Argus, etc.).

Requirements:

Required:

- College degree in an IT Technology field or equivalent work experience PLUS 5 to 8 years of commensurate and progressive growth experience in a Help Desk or Mainframe Sr. Production support role.
- A+ and/or Net+ Certification.
- Advanced/Expert knowledge of Job Trac, IMS, TSO, Vanguard (RACF), MS Office, MS Projects, MS Visio, Exchange, Citrix, Internet/Intranet/B2B technologies and understanding of multi-platform environments including Mainframe, AS400, and UNIX-based systems, and Windows Server based systems.
- Experience in project management, either as a lead or project manager with no budgetary responsibilities.
- SME knowledge for all Help Desk tools and internal processes and SOPs related to the ITIL support model.
- Solid understanding of personal computers.
- Excellent knowledge of Healthcare Customer Service environment and the support of members/providers.
- Excellent knowledge of at least 3 to 5 business areas, all IT teams, and their support requirements.

Abilities/Skills:

- Excellent interpersonal/communications skills, both verbal & written, and the ability to relay information efficiently and effectively to all levels of executive management, staff, internal and external customers.
- Excellent presentation and training skills for peers and management.
- Must possess the ability to work independently and under pressure to coordinate, lead, or redirect resources in a dynamic and fast-paced environment

Don't forget to check these important sites for opportunities:

The People's Place <http://www.peoplesplace2.com/employment.html>

Delaware Employment Link for all jobs posted for the State of Delaware:
<http://delawarestatejobs.com/>

Link for Jobs at Non-Merit State Agencies
<http://www.delawarestatejobs.com/pages/additionaljobs.asp>

Delaware Job Link for jobs listed by Delaware Companies: <https://joblink.delaware.gov/>

County Jobs in Delaware:

- Kent County - <http://www.co.kent.de.us/Departments/Administration/KCJobs.htm>
- Sussex County – <http://www.sussexcountysde.gov/dept/personnel/index.cfm?resource=jobopenings>
- New Castle County – <http://www2.nccde.org/HR/Employment/default.aspx>

The State of Delaware is accepting employment applications for the following jobs. If you are interested in a job, please submit your application by the **final filing date.**

Job title: Alcohol & Tobacco Enforcement Agent III

Opening date: 3/2/2011

Final filing date: Mar 8 2011 11:5

Recruitment number: 030111-MBBA03-450400

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030111&R2=MBBA03&R3=450400>

Job title: Investigator II

Opening date: 3/2/2011

Final filing date: Mar 8 2011 11:5

Recruitment number: 030111-MBAA02-600600

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030111&R2=MBAA02&R3=600600>

Job title: Judicial Case Processor I

Opening date: 3/2/2011

Final filing date: Mar 8 2011 11:5

Recruitment number: 022811-MAFC01-20800

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=022811&R2=MAFC01&R3=20800>

Job title: Social Services Technician

Opening date: 3/3/2011

Final filing date: Mar 9 2011 11:5

Recruitment number: 030111-MDDZ56-350700

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030111&R2=MDDZ56&R3=350700>

Job title: Social Service Specialist II

Opening date: 3/3/2011

Final filing date: Mar 9 2011 11:5

Recruitment number: 030111-MDD002-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030111&R2=MDD002&R3=350500>

Job title: Equipment Operator I

Opening date: 3/4/2011

Final filing date: Mar 10 2011 11:5

Recruitment number: 030211-MCCC01-550400

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030211&R2=MCCC01&R3=550400>

Job title: Social Service Administrator

Opening date: 3/4/2011

Final filing date: Mar 10 2011 11:5

Recruitment number: 021011-MDDZ52-350200

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=021011&R2=MDDZ52&R3=350200>

Job title: Youth Rehabilitation Treatment Specialist

Opening date: 3/5/2011

Final filing date: Mar 11 2011 11:5

Recruitment number: 030311-MDDZ81-370500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030311&R2=MDDZ81&R3=370500>

Job title: Youth Rehabilitation Treatment Specialist

Opening date: 3/5/2011

Final filing date: Mar 11 2011 11:5

Recruitment number: 030311-MDDZ81-370500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030311&R2=MDDZ81&R3=370500>

Job title: Senior Social Worker/Case Manager

Opening date: 3/5/2011

Final filing date: Mar 11 2011 11:5

Recruitment number: 030311-MDDZ58-351400

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030311&R2=MDDZ58&R3=351400>

Job title: Administrator Financial Determination Section

Opening date: 3/5/2011

Final filing date: Mar 11 2011 11:5

Recruitment number: 030311-MABZ01-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030311&R2=MABZ01&R3=350500>

Job title: Insurance Financial Analyst IV

Opening date: 3/2/2011

Final filing date: Mar 12 2011 11:5

Recruitment number: 030111-MABK04-120300

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030111&R2=MABK04&R3=120300>

Job title: Insurance Financial Analyst IV

Opening date: 2/27/2011

Final filing date: Mar 12 2011 11:5

Recruitment number: 021611-MABK04-120300

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=021611&R2=MABK04&R3=120300>

Job title: State Service Center Administrator I

Opening date: 3/8/2011

Final filing date: Mar 14 2011 11:5

Recruitment number: 030411-MDBB01-351200

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030411&R2=MDBB01&R3=351200>

Job title: Accounting Specialist

Opening date: 3/8/2011

Final filing date: Mar 14 2011 11:5

Recruitment number: 030411-MABA02-550400

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030411&R2=MABA02&R3=550400>

Job title: Assistant Youth Rehabilitation Institutional Superintendent

Opening date: 3/8/2011

Final filing date: Mar 14 2011 11:5

Recruitment number: 030311-MDDZ04-370500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030311&R2=MDDZ04&R3=370500>

Job title: State Contract Procurement Officer II

Opening date: 3/8/2011

Final filing date: Mar 14 2011 11:5

Recruitment number: 030311-MAGC02-100200

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030311&R2=MAGC02&R3=100200>

Job title: Hydrologist IV

Opening date: 3/2/2011

Final filing date: Mar 15 2011 11:5

Recruitment number: 030111-MGBF04-400400

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030111&R2=MGBF04&R3=400400>

Job title: Unemployment Insurance Claims Processor

Opening date: 3/2/2011
Final filing date: Mar 15 2011 11:5
Recruitment number: 030111-MDDZ66-600600
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030111&R2=MDDZ66&R3=600600>

Job title: Hydrologist I
Opening date: 3/6/2011
Final filing date: Mar 19 2011 11:5
Recruitment number: 030311-MGBF01-400400
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030311&R2=MGBF01&R3=400400>

Job title: Engineer III
Opening date: 3/8/2011
Final filing date: Mar 21 2011 11:5
Recruitment number: 030311-MFBC03-550800
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030311&R2=MFBC03&R3=550800>

Job title: Park Manager
Opening date: 3/2/2011
Final filing date: Mar 22 2011 11:5
Recruitment number: 030111-MGCG02-400300
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030111&R2=MGCG02&R3=400300>

Job title: Nursing Supervisor
Opening date: 2/11/2011
Final filing date: Aug 10 2011 11:5
Recruitment number: 020711-MDGB04-350500
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=020711&R2=MDGB04&R3=350500>

Job title: Registered Nurse III
Opening date: 2/11/2011
Final filing date: Aug 10 2011 11:5
Recruitment number: 020711-MDGB01-350500
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=020711&R2=MDGB01&R3=350500>

Job title: Registered Nurse I
Opening date: 2/11/2011
Final filing date: Aug 10 2011 11:5
Recruitment number: 020711-MDGB01-350500
Web link:
<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=020711&R2=MDGB01&R3=350500>

Job title: Registered Nurse II
Opening date: 2/11/2011
Final filing date: Aug 10 2011 11:5
Recruitment number: 020711-MDGB01-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=020711&R2=MDGB01&R3=350500>

Job title: Advanced Practice Nurse

Opening date: 2/18/2011

Final filing date: Aug 17 2011 11:5

Recruitment number: 011411-MDGB05-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=011411&R2=MDGB05&R3=350500>

Job title: Correctional Officer/Physical Plant Maintenance Trades Mechanic I

Opening date: 2/26/2011

Final filing date: Aug 25 2011 11:5

Recruitment number: 022311-MCCH01-380100

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=022311&R2=MCCH01&R3=380100>

Job title: Registered Nurse III

Opening date: 2/26/2011

Final filing date: Aug 25 2011 11:5

Recruitment number: 021511-MDGB01-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=021511&R2=MDGB01&R3=350500>

Job title: Registered Nurse I

Opening date: 2/26/2011

Final filing date: Aug 25 2011 11:5

Recruitment number: 021511-MDGB01-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=021511&R2=MDGB01&R3=350500>

Job title: Registered Nurse II

Opening date: 2/26/2011

Final filing date: Aug 25 2011 11:5

Recruitment number: 021511-MDGB01-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=021511&R2=MDGB01&R3=350500>

Job title: Licensed Practical Nurse III

Opening date: 3/3/2011

Final filing date: Aug 30 2011 11:5

Recruitment number: 030111-MDGA02-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030111&R2=MDGA02&R3=350500>

Job title: Licensed Practical Nurse II

Opening date: 3/3/2011

Final filing date: Aug 30 2011 11:5

Recruitment number: 030111-MDGA02-350500

Web link:

<http://www.jobaps.com/DE/sup/Bulpreview.asp?R1=030111&R2=MDGA02&R3=350500>

See Below for Jobs Recently Posted in the Cape Gazette

[Banquet Servers](#) - Irish Eyes

[Bus Persons, Servers](#) - Baywood Clubhouse

[Case Manager](#) - Big Brothers Big Sisters

[Circulating Nurses](#) - Surgical Center in Lewes

[Code Enforcement Officer](#) - City of Rehoboth Beach

[Cooks, Servers](#) - Irish Eyes

[Counter Person](#) - Capitol Cleaners

[Deli Help](#) - Capriotti's in Lewes

[EMT-B's, Drivers](#) - Hart to Heart Ambulance Service

[Energy Analyst Inspector](#) - PEG

[Event Coordinator](#) - Cape Henlopen State Park

[Flooring Installer](#) - Fehrenbach's Flooring

[Graphic Artist](#) - Schell Brothers

[Grounds Maintenance](#) - Tunnell Companies, L.P.

[Housekeeper](#) - Cadbury at Lewes

[HVAC Installer, Service Technician](#) - Hellens Heating & Air, Inc.

[Information Technology Administrator](#) - County Bank in Rehoboth

[Janitorial Cleaning](#) - St. Moritz Building Services

[Job Opportunities](#) - The Peninsula Golf & Country Club

[Job Opportunities](#) - Cape Henlopen State Park

[Kitchen Manager](#) - The Lighthouse

[Line Cooks](#) - Henlopen City Oyster House

[Maintenance Helper](#) - Brighton Suites Hotel

[Manager, Assistant Manager](#) - Dooney & Bourke Outlet Store

[Medical - Front Desk](#) - Medical Office

[Medical Office Assistant](#) - Medical Office

[Newspaper Deliverer](#) - Independent Distributor

[Nursing](#) - Renaissance Healthcare

[Registered Nurses](#) - Bayhealth

[Residential CAD Designer](#) - Construction Company

[RN, Rehab Job Fair](#) - Beebe Medical Center

[RNs/LPNs](#) - Pediatric Office

[Salon Positions](#) - Bella Mia Hair Boutique

[Salon Positions](#) - Salon Milton

[School Age Site Assistant, Summer Camp Counselors](#) - Sussex Family YMCA

[Server, Wait Staff](#) - Cadbury at Lewes

[Spa Coordinator, Management](#) - Ocean Retreat Day Spa

[Technician](#) - Hot Tub Service

[Veterinary Technician](#) - Delaware SPCA

[Web Programmer](#) - Fine Line Websites

Please see Below for Opportunities in the Dover Post

- **Collector** Commercial Collections only, Excellent. Benefits and compensation package. Please fax resume to: 302.734.5269 Min 3-5yrs exp preferred Job is located in Dover, DE.
- **OVERHEAD DOOR MECHANIC** Must have exp in several types of doors, docks, & gates. NO PHONE CALLS. Fax or Email resume to 1-800-256-7894 or jobs@doorandgateusa.com.
- **Busy Body Shop looking for Highly Motivated Experienced Technician Call 410-896-2547 for more information**
- **PARAMOUNT HOME SALES** Due to the recent demand, we currently have several sales opportunities in our manufactured housing division. No experience needed, will train. 40K realistic 1st yr. Must have own transportation & cell phone **Email resumes to: jeisenbise@verizon.net or fax 717-755-6381**
- **WEEKEND SECURITY GUARD** In Milford, DE Serious Inquiries Only Read and Write Legibility Team Player Good Attitude Telephone Etiquette Apply in Person SeaWatch/ Staffmark 242 Rehoboth Blvd. Milford, DE Or call 302-422-0606
- St. Anne's Episcopal School seeks a long term substitute with a BA degree, preferably a BS, who has experience teaching middle school. This temporary position will include science and computer classes beginning on April 11th and will run through the week of June 6th. **To apply please send cover letter & resume to: Lora Byrd at lbyrd@saintannesschool.org, prior to March 8, 2011.**
- **Medical Office Manager** For a busy practice in Dover. The right candidate must have a goodAttitude along with leadership skills. Minimum 2 years of experience. Flexibility

and Punctuality is a must. Please submit resume to: hazel@umusa.net

- **TOWN TREASURER** The Town of Houston is seeking qualified applicants to fill the Town Treasurer vacancy. Applicants must be a citizen and resident of the Town of Houston and be at least 21 years of age. Experience with Quick Books a PLUS! This is a part time position that pays \$75/month. **Interested applicants should send their resume to the Mayor, Trent Crouch via email at: tccrouch@comcast.net.**
- **CABLE TECHNICIANS** Cable installation company looking for experienced technicians. Applicants must pass criminal background check and drug test. Company vehicles provided for employees with clean driving records. Benefits include vacation, medical & dental insurance fuel reimbursement and retirement plan. Send resume to: Tsteinfort@ Cable-Line.com or fax to 215-258-1388
- **TONY'S PIZZA HIRING FOR EXPERIENCED PIZZA MAKERS** Please apply in person @ **Tony's Pizza in Dover 1053 N. DuPont Hwy**
- **Pro-Lock & Safe** is looking for **Locksmith Technicians** Must be mechanically inclined and able to work with the public. With a strong desire to work hard and willing to work long hours. Applicants must have a good driving record, a CLEAN background check, and a drug test. Interested parties please fax resumes to 302-698-1357 NO NEED TO APPLY IF YOU HAVE A CRIMINAL RECORD.
- **Medical Clinical Assistant & Front Desk Receptionist** needed. At least one year of **relevant** experience required. Please send all M-S word resumes with relevant references to: harper_lil@yahoo.com
- **ARAMARK Healthcare** is seeking qualified applicants for the position of Senior Environmental Services Manager at Kent Memorial Hospital in Dover, DE. The Senior EVS Manager will be responsible for the planning, organizing, and developing of the overall operation of the housekeeping department. Minimum 3-7 years of housekeeping management experience in an acute care setting is required. Qualified applicants must be available to work nights and weekends. **Please apply via www.aramark.com/careers. Please reference Job Number 62956.**
- **WGMD IS ACCEPTING APPLICATIONS FOR OUTSIDE SALES** To fill out an application go to WGMD's business office, **at 31549 Dutton Lane, Lewes. M-F 9AM to 4PM** WGMD Resort Broadcasting is an Equal Opportunity Employer.
- **Personal Trainer Wanted**, Comp. wage, growth/bonus opps. Ppl skills & personality a must! Serious appl. only: www.DelawareFitnessJobs.com

Please see Below for Jobs Recently Posted Careerbuilder.com

Job Title	Company	Location	Date Posted	
<u>Certified Occupational Therapist Assistant - COTA</u>	ProStep Rehabilitation	New Castle, DE	Mar-08	Apply
<u>Speech Language Pathologist- Speech Therapy</u>	ProStep Rehabilitation	New Castle, DE	Mar-08	Apply
<u>Macy's Dover Mall, Dover, DE: Retail Cosmetics Sales - Beauty Ad</u>	Macy's	Dover, DE	Mar-08	Apply
<u>Certified Nursing Assistants –CNA/ Home Health Aides – HHA</u>	Maxim Healthcare Services, Inc	Smyrna, DE	Mar-08	Apply
<u>Registered Nurse –RN/ Licensed Practical Nurse – LPN</u>	Maxim Healthcare Services, Inc	Greenwood, DE	Mar-08	Apply
<u>Entry Level HOMELAND SECURITY OFFICER Training Option Availabl</u>	Legal-Career-Finder	Wilmington, DE	Mar-08	Apply
<u>MEDICAL BILLER/CODER Training Program Offered</u>	M.C.D.	Dover, DE	Mar-08	Apply
<u>Entry Level MEDICAL BILLER/CODER Training Available</u>	Healthcare Career Guide	Wilmington, DE	Mar-08	Apply
<u>SAP Security Administrator</u>	Sapphire Technologies U. S.	Newark, DE	Mar-07	Apply
<u>Part-Time Customer Service Representative (Fueler/Washer)</u>	Penske	New Castle, DE	Mar-07	Apply
<u>UAT Tester</u>	Sapphire Technologies U. S.	Greater Wilmington Area, DE	Mar-07	Apply
<u>Center Management - Assistant Director</u>	Celebree Learning Centers Inc.	Bear, DE	Mar-07	Apply
<u>Class A Truck Driver - Liquid Bulk Tanker</u>	All Star Transportation, LLC	New Castle, DE	Mar-07	Apply
<u>Sales Manager</u>	Sheraton Dover Hotel	Dover, DE	Mar-07	Apply

<u>RN-Clinical Manager-Perioperative Services</u>	Catholic Health Initiatives	Dover, DE	Mar-07	Apply
<u>RN Clinical Manager-Peri-Anesthesia</u>	Catholic Health Initiatives	Dover, DE	Mar-07	Apply
<u>User Acceptance Tester/ Project Manager</u>	Advantage xPO	New Castle, DE	Mar-07	Apply
<u>Team Leader</u>	Discover Financial Services, Inc	New Castle, DE	Mar-07	Apply
<u>Nurse Practitioner NP Maternal Fetal Doctors Office</u>	Core Medical Group	Dover, DE	Mar-07	Apply
<u>Nurse Practitioner - Pain Management - Physicians Assistant</u>	CyberCoders Nursing & RN Specialists	Smyrna, DE	Mar-07	Apply

See Below for Highlighted Education and Public School Opportunities in Delaware

- For helpful tips on applying to Public School jobs in Delaware, click on the following link:
<http://www.udel.edu/artc/prospectivecandidates/employmentcontacts.html>

Colonial School District

Colonial is accepting applications for the following vacancies:

Teachers (must be eligible for Delaware Certification):

- **Speech/Language Therapists**

For teaching positions: interested candidates should complete an application on our website, submit a letter of interest and resume, and DE licensure to Angela Guy, Director of Personnel, Colonial School District, 318 East Basin Road, New Castle, Delaware 19720.

For more information, please call (302) 323-2712 or fax (302) 323-2748.

Red Clay School District

Posting ID:	POS20110224000001	Posting Start Date:	2/24/2011
Name:	Culinary Arts Teacher	Posting End Date:	Until Filled
Location:	Dickinson High School		
Overview:	Culinary Arts teacher needed at John Dickinson High School.		

Qualification: Must be certified.

TO APPLY:

- Submit online application
- Resume
- 3 letters of reference
- Transcripts

Required Certificate(s):

(One or more are required to qualify for this position.)

Delaware Advanced License
Delaware Continuing License
Delaware Initial License
Out of State Teaching License
ARTC

Name: Byron Murphy

**Street
Address:**

Title: Principal

City:

E-mail: byron.murphy@redclay.k12.de.us

State:

Phone:

ZIP:

Milford School District

Posting ID: POS20110224000001

Posting Start Date: 2/24/2011

Name: Multiple Intelligence Resource Teacher

Posting End Date: 4/15/2011

Location:

Overview:

**MILFORD SCHOOL DISTRICT
PROFESSIONAL STAFF POSITIONS**

JOB DESCRIPTION

TITLE: Multiple Intelligence Resource Teacher

This position is an elementary teaching position for a person who has knowledge and experience in creating an innovative instructional program anchored in the Multiple Intelligence work of Dr. Howard Gardner.

QUALIFICATIONS: As established by the Delaware Department of Education. All applicants must possess or be eligible to possess a Delaware teaching license and be

certified and highly-qualified in the assigned content area.

HQT as an elementary generalist or related field

Demonstrated knowledge or experience in Multiple Intelligence theory and practice

REPORTS TO: Principal

JOB GOAL: To facilitate the acquisition of content knowledge and address the physical, emotional and social needs of the learner in a safe and orderly classroom environment

PERFORMANCE RESPONSIBILITIES:

1. Meet and instruct assigned classes in the locations and at the times designated.
2. Develop and maintain a classroom environment conducive to effective learning within the limits of the resources provided by the district.
3. Prepare for classes assigned and show written evidence of preparation upon request of the principal.
4. Encourage students to set and maintain standards of classroom behavior.
5. Employ a variety of instructional techniques and instructional media consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
6. Strive to implement by instruction and action the district's philosophy of education and instructional goals and objectives.
7. Take all necessary and reasonable precautions to protect students, equipment, materials and facilities.
8. Evaluate student progress on a regular basis.
9. Maintain accurate, complete and correct records as required by law, district policies and administrative regulations.
10. Assist in upholding and enforcing school rules, administrative regulations and Board policies.
11. Make provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
12. Attend and participate in faculty meetings.
13. Cooperate with other members of the staff in planning instructional goals,

objectives and methods.

14. Assist in the selection of books, equipment and other instructional materials.

15. Accept a share of responsibility for co-curricular activities as assigned.

16. Work to establish and maintain open lines of communication with students and their parents concerning both the broad academic and behavioral progress of all assigned students.

17. Establish and maintain cooperative relations with others.

18. Provide for his or her own professional growth through an ongoing program of reading, workshops, seminars, conferences and/or advanced course work at institutions of higher learning.

BEGINNING DATE: August 2011.

TERMS OF EMPLOYMENT:

Salary and work year to be according to the current salary schedule and the Professional Agreement. Days employed in excess of the established work calendar shall be payable at the employee's regular daily rate. 10-month teaching assignment.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of professional personnel.

APPLICATION PROCESS: All internal and qualified applicants are invited to submit a letter of interest and a current resume to: Tom Bowmann, Personnel Director, 906 Lakeview Avenue, Milford, DE 19963 by April 15, 2011. External and qualified applicants are invited to complete the online application at www.milfordschooldistrict.org. Only completed applications will be considered and must include:

- Letter of Interest
- Resume
- Copy of unofficial transcript indicating class ranking and GPA
- Three letters of recommendation

CLOSING DATE: April 15, 2011

For more information contact: Tom Bowmann, Personnel Director, 906 Lakeview Avenue, Milford, De 19963 or cbowmann@msd.k12.de.us.

Capital School District

Posting ID: POS20110302000005

Posting Start Date: 3/2/2011

Name: 2010-11 - Behavior Specialist/Interventionist - Elementary
(Temporary for the remaining school year)

Posting End Date: 3/16/2011

Location: East Dover Elementary

Overview: Temporary Position for the remaining school year with the expectation of refilling for the next school year.

- Intervene with exceptional students with behavior issues and teachers to provide research-based, field-tested interventions.
- Provide oversight and support to the district's Elementary Intensive Learning Center program at East Dover Elementary.
- Provide consultation to seven elementary schools in the district regarding students that are showing difficulty in their current classroom environment.
- Collaborate with out of district educational settings such as Kent County Intensive Learning Center and Delaware Guidance Day Treatment to maximize success for Capital School District Students in those environments.
- Develop relationships with community agencies such as DE Guidance and Division of Prevention and Behavioral Health Services to provide resources to Capital School District Students.
- Sit on the district climate committee.
- Monitor classroom behaviors during instruction, collect data on specific student behaviors and assist in implementation of interventions and behavior programs.
- Conduct Functional Behavior Assessments (FBA) and create Behavior Intervention Plans (BIP)
- Sit on the school's IST (Intervention Support Team)
- Provide individual, classroom and group counseling services to the East Dover ILC students.
- Assist in the implementation of the educational planning team process.
- Consult with teachers regarding the behavioral needs of students.
- Advise and train administrators and staff regarding effective interventions and behavior techniques.
- Train appropriate staff regarding the use of behavior management programs for individual students.
- Attain and participate in the Individual Education Plan, parent and case conferences as needed.
- Assist staff in writing behavioral plans for students and assist with the implementation of these plans.
- Serve on crisis intervention teams as needed and participate in manifestation determination meetings.
- Monitor student achievement for students assigned to the ILC.
- Other duties as the supervisor / principal needs

Qualification:

Must hold a certification through the Delaware Department of Education in one of the following:

1. Elementary/Secondary Guidance Counselor
2. Special Education
3. School Social Worker

A background and experience working with students that have major behavioral issues.

Standard Requirements

- Favorable Criminal Background Check for the candidate who is offered employment.
- Tuberculin test & physical.
- Mandatory Direct Deposit of paycheck.

Capital School District is an equal opportunity employer and does not discriminate or deny services on the basis of race, color, national origin, sex, handicap, and/or age. Upon request reasonable accommodations are available for qualified applicants with disabilities in all phases of application and employment process. Concerns maybe directed to the Director of Human Resources at 302-672-1507, 945 Forest Street, Dover, DE 19904.

Required License(s):

(One or more are required to qualify for this position.)

Initial License
Continuing License
Non-Delaware Permanent/Standard Certificate
Counseling
Annual Vocational Education Authorization

Required Certificate(s):

(One or more are required to qualify for this position.)

Elementary Guidance Counselor
Exceptional Children (LD, SED, MH 1-12)
Exceptional Children (LD, SED, MH 1-8)
Exceptional Children (LD, SED, MH 7-12)
School Social Worker
Secondary Guidance Counselor

Salary: Salary

Salary Range: 2010-11 Salary Rate

Name: David W. Vaughan

Title: Director of Human Resources

E-mail: dwvvaughan@capital.k12.de.us

Phone: 302-672-1507

Benefit: Standard Employee Benefit

Street Address: 945 Forest Street

City: Dover

State: DE

ZIP: 19904